

# ADMINISTRATIVE AND MANAGEMENT POSITIONS

BUDGET ANALYST  
CRIMINAL INVESTIGATOR  
EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST  
EXPORT COMPLIANCE SPECIALIST  
GENERAL BUSINESS AND INDUSTRY (VARIOUS TITLES)  
IMPORT COMPLIANCE SPECIALIST  
INFORMATION TECHNOLOGY SPECIALIST  
INTERNATIONAL ECONOMIST  
INTERNATIONAL TRADE SPECIALIST  
INVESTIGATION SPECIALIST  
PERSONNEL MANAGEMENT  
PROGRAM \ MANAGEMENT ANALYST  
PUBLIC AFFAIRS SPECIALIST  
SECURITY SPECIALIST  
TELECOMMUNICATIONS POLICY ANALYST  
TRADE SPECIALIST

## **BUDGET ANALYST**

GS-560

Performs, advises on, or supervise work in any of the phases or systems of budget administration in use in the Federal service.

## **QUALIFICATIONS**

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

OS

## **CRIMINAL INVESTIGATOR**

GS-1811

Conducts investigations of alleged or suspected wrongdoing by Commerce employees, contractors, and financial assistance recipients, which may involve violations of criminal laws, civil statutes, Commerce regulations, or employee standards of conduct.

## **QUALIFICATIONS**

### **Medical Requirements:**

The duties of positions in this series require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, wrist, elbow, shoulder, hip, and knee joints is required.

Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, is required to perform the duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of typewritten characters. Hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels. Since the duties of these positions are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to himself/herself, or others is disqualifying.

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

For entry level positions, post-high school education may be substituted for experience as outlined in OPM's Qualification Standards for General Positions.

A college graduate who has a grade-point average (GPA) of 3.5 or higher on a 4.0 scale for all undergraduate courses or who graduated in the upper 10 percent of his/her class or major subdivision may be considered under the Outstanding Scholar Program.

## **HIRING AGENCIES**

OS

## **EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST**

**GS-260**

Develops, administers, evaluates, or advises on the Federal Government's internal equal employment opportunity program.

### **QUALIFICATIONS**

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

### **HIRING AGENCIES**

**OS**

## **EXPORT COMPLIANCE SPECIALIST**

GS-1801

Administers, coordinates, supervises or performs inspectional, investigative, analytical, or advisory work to assure understanding of an compliance with Federal laws, regulations, or other mandatory guidelines.

### **QUALIFICATIONS**

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

### **HIRING AGENCIES**

BXA

## **GENERAL BUSINESS AND INDUSTRY (VARIOUS TITLES)**

**GS-1101**

Participates in developing approaches to trade policy questions which are often of a precedential nature, undertaking research into the factors that give rise to unfair foreign trading practices.

Keeps abreast of legislative initiatives and administrative developments pertaining to international trade. Researches, analyzes, and interprets business and industrial data to perform special projects. Studies and analyzes domestic and foreign trade data to develop information and guidance for client businesses.

## **QUALIFICATIONS**

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable. In order to be creditable, the education must be in a relevant field .

TRANSCRIPT(S) MUST BE SUBMITTED WHEN SUBSTITUTING EDUCATION FOR EXPERIENCE SO THAT QUALIFICATIONS MAY BE ACCURATELY DETERMINED.

## **HIRING AGENCIES**

ITA

## **IMPORT COMPLIANCE SPECIALIST**

GS-1801

Researches and analyses subsidies enforcement issues. Administers the U.S. antidumping and countervailing duty laws to provide a remedy to domestic industries injured by unfairly traded imports. Assists in domestic industries to decide whether there is sufficient evidence to petition for antidumping and countervailing duty investigations. Participates in negotiation to promote fair trade in specific sectors, such as steel, aircraft and shipbuilding. Performs a variety of financial analyses associated with trade practices which are potentially in violation of antidumping or countervailing duty (AD/CVD) statutes. Keeps abreast of legislative initiatives and administrative developments which are pertinent to the unfair trade statutes. Implements the laws concerning foreign trade zones to enhance the international competitiveness of U.S. exporters .

## **QUALIFICATIONS**

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

In order to be creditable, the education must be in a relevant field (e.g., in business administration, finance, accounting, or a directly related field, etc.) TRANSCRIPT(S) MUST BE SUBMITTED WHEN SUBSTITUTING EDUCATION FOR EXPERIENCE SO THAT QUALIFICATIONS MAY BE ACCURATELY DETERMINED.

## **HIRING AGENCIES**

ITA



## **INFORMATION TECHNOLOGY SPECIALIST**

GS-2210

Analyzes, manages, supervises, or performs work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify systems for solving problems or accomplishing work processes by using computers.

### **QUALIFICATIONS**

Applicants may meet the minimum qualification requirements for GS-5 and GS-7 positions in this series in two ways. These are described below as Alternatives A and B. Applicants who qualify on the basis of Alternative B must take a written test for competitive appointment at the applicable grade levels. The written test is not required by OPM for in-service placement.

#### **EDUCATION**

Undergraduate and Graduate Education:

Alternative A. (for GS-5 through GS-11): Major study—computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

Alternative B. (for GS-5 and GS-7 only): Major study—any field. OR

#### **EXPERIENCE**

General Experience (for GS-5 positions):

Alternative A. Experience that provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process. Experience may have been gained in work such as computer operator or assistant, computer sales representative, program analyst, or other positions that required the use or adaptation of computer programs and systems.

Alternative B. Meet general experience requirements in the “Group Coverage Qualification Standard for Administrative and Management Positions.”

In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and /or directly related education in the amounts shown below:

GS-5: 4-year course of study leading to a bachelor’s degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

**Note:** Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

DOC-WIDE

## INTERNATIONAL ECONOMIST

GS-0110

Evaluates economic, market, and other factors affecting trade within an industry or geographic area and contributes to development of trade strategies and positions. Conducts research and analysis into U.S. foreign trade and related international economic issues. Develops and disseminates trade information to U.S. businesses or associations; develops and maintains essential information concerning cross-sectoral trade policy issues. Analyzes, and recommends positions on trade issues, policy positions, or negotiating strategies as well as provides detailed analysis of assigned countries/regions and issues affecting those areas. Studies and analyzes domestic and foreign trade data to develop information and guidance for client businesses.

## QUALIFICATIONS

**BASIC REQUIREMENTS:** At least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus; **OR** courses equivalent to a major in economics, as described above, plus specialized experience or additional education as follows.

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

TRANSCRIPT(S) MUST BE SUBMITTED TO DETERMINE QUALIFICATIONS WHEN SUBSTITUTING EDUCATION FOR EXPERIENCE.

## HIRING AGENCIES

ITA

## **INTERNATIONAL TRADE SPECIALIST**

GS-1140

Plans and coordinates trade development programs and events to promote U.S. exports and develops and disseminates trade information to U.S. businesses or associations. Meets with business and industry representatives to provide export counseling. Analyzes, and recommends positions on trade issues, policy positions, or negotiating strategies as well as provides export counseling to clients with difficult problems of market targeting, competitiveness, trade barriers, and the like.

### **QUALIFICATIONS**

One year of specialized experience which demonstrates the application of knowledge of international economic and political factors influencing the flow of goods and services between countries; the market structures on international competitiveness; or of problems and techniques relating to the sales and marketing of goods and services in world markets.

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

### **HIRING AGENCIES**

ITA

## **INVESTIGATION SPECIALIST**

GS-1801

Plans, manages and independently completes the conduct of investigation\compliance cases, agreements and/or monitoring programs based on the analysis of the data presented, the preparation of recommendations on their disposition.

## **QUALIFICATIONS**

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

OS

OIG

BIS

## **PERSONNEL MANAGEMENT SPECIALIST**

GS-201

Plans and implements continuing personnel management services and/or programs in areas of specialty. Develops plans, procedures, and operating methods for assignments. Analyzes problems/issues and proposes alternative solutions. Provides management advisory services involving a high degree of technical skill.

### **QUALIFICATIONS**

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

### **HIRING AGENCIES**

OS

## **PROGRAM \ MANAGEMENT ANALYST**

**GS-343**

Serves as analyst or advisors to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both.

## **QUALIFICATIONS**

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

OS

OIG

MBDA

EDA

TA

## **PUBLIC AFFAIRS SPECIALIST**

GS-1035

Assist in the planning, designing and executing of matters relating to public affairs activities and public information programs.

### **QUALIFICATIONS**

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

### **HIRING AGENCIES**

OS



## **SECURITY SPECIALIST**

**GS-080**

Develops and implements policies, procedure standards, training, and methods for identifying and protecting information, personnel property, facilitated, operations, or material from unauthorized disclosure misuse, theft, assault, vandalism, espionage, sabotage, or loss.

## **QUALIFICATIONS**

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

**OS**

## **TELECOMMUNICATIONS POLICY ANALYST**

GS- 391

Performs a variety of duties related to telecommunications policy management

### **QUALIFICATIONS**

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

### **HIRING AGENCIES**

NTIA

## **TRADE SPECIALIST**

GS-1140

Plans, manages and implements major trade program segments which address primary U.S. trade priorities and impact multiple industry sectors, world regions and trading partners.

## **QUALIFICATIONS**

GS-5: 4-year course of study leading to a bachelor's degree OR 3 years of general experience, 1 year of which was equivalent to at least GS-4;

GS-7: 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

ITA

PROFESSIONAL

AND

SCIENTIFIC

POSITIONS

CARTOGRAPHERS

CHEMIST

CIVIL ENGINEERS

COMPUTER SCIENTIST

FISHERY BIOLOGISTS

GEOGRAPHER

MATHEMATICAL STATISTICIAN

MECHANICAL ENGINEERS

METROLOGIST

OCEANOGRAPHERS

PHYSICAL SCIENTIST

PHYSICIST

STATISTICIAN

## **CARTOGRAPHERS**

**GS-1370**

Construct the aeronautical and nautical charts. Develop maps of earthquake areas, bathymetric charts, and other cartographic products, working in fixed locations and with mobile teams or ships in the field. Perform professional work in photo-interpretation, analytic photogrammetry, and aerotriangulation.

## **QUALIFICATIONS**

**A.** Education: Degree in cartography; or a major that included or was supplemented by at least 30 semester hours in cartography and/or directly related science, and related mathematics. Such course work includes, but is not limited to, cartography, astronomy, geodesy, photogrammetry, physical and geological oceanography, computer science, land surveying, geophysics, physical geography, and remote sensing. The 30 semester hours must have included at least 6, but no more than 15, semester hours of college level, non-business mathematics or statistics (i.e., college level algebra, trigonometry, calculus, or scientific mathematics or statistics requiring equivalent college-level courses as prerequisites).

**OR**

**B.** Combination of education and experience--courses equivalent to a major in cartography, or a major that included or was supplemented by at least 30 semester hours in cartography, and/ or directly related science, and related mathematics, as shown in A above, plus appropriate experience or additional education.

Evaluation of Experience: Applicants whose experience in cartography was in the Federal service may have gained this experience by working in an occupational series other than GS-1370. Occupations in which experience may have been gained include Geography, Civil Engineering, General Physical Science, Geodesy, and Land Surveying.

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

**NOAA**

## **CHEMIST**

**GS-1320**

This work includes the investigation, analysis, and interpretation of the composition, physical and chemical properties, molecular structure and chemical reactions of substances; the prediction of transformation they undergo; and the amount of matter and energy included in these transformations.

## **QUALIFICATIONS**

Degree: physical sciences, life sciences, or engineering that included 30 semester hours in chemistry, supplemented by course work in mathematics through differential and integral calculus, and at least 6 semester hours of physics; or combination of education and experience--course work equivalent to a major as shown in above, including at least 30 semester hours in chemistry, supplemented by mathematics through differential and integral calculus, and at least 6 semester hours of physics, plus appropriate experience or additional education.

OR combination of education and experience. In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and /or directly related education in the amounts shown below:

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

**NIST**

## **CIVIL ENGINEERS**

**GS-0810**

Professional engineering positions that have the responsibility for management, supervision or performance of (1) planning, designing, constructing, and/or maintaining structures and facilities that provide shelter, support transportation systems, and control natural resources; (2) investigating, measuring, surveying and mapping the earth's physical features and phenomena; and (3) research and development activities.

## **QUALIFICATIONS**

Degree: Professional engineering OR combination of education and experience. In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and /or directly related education in the amounts shown below:

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

**NIST**

## **COMPUTER SCIENTIST**

GS- 1550

Involves the application of, or research into, computer science methods and techniques to store, manipulate, transform or present information by means of computer systems. Requirements are

(a) professional competence in applying the theoretical foundations of computer science, including computer system architecture and system software organization, the representation and transformation of information structures, and the theoretical models for such representations and transformations; (b) specialized knowledge of the design characteristics, limitations, and potential applications of systems having the ability to transform information, and of broad areas of applications of computing which have common structures, processes, and techniques; and ©) knowledge of relevant mathematical and statistical sciences.

## **QUALIFICATIONS**

Degree: with 30 semester hours in a combination of mathematics, statistics, and computer science. At least 15 of the 30 semester hours must have been in any combination of statistics and mathematics that included differential and integral calculus. Applicants should have sufficient knowledge of statistics and mathematics, as well as other subjects, to understand the fundamental concepts and techniques of computer science; OR combination of education and experience. In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and /or directly related education in the amounts shown below:

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

NIST



## **FISHERY BIOLOGISTS**

GS-0482

Study the problems of growth and reproduction of fish and shellfish, attack the problems of disease, and identify and study subdivisions of oceanic stocks; study the life history, habits, classification, and economic relations of aquatic organisms to ensure an adequate and dependable supply of fish and shellfish, and the conservation of growth in the fishing industry. Participate in International Treaties to conserve and maintain the resources. Specialization is often possible in such fields as embryology, histology, physiology, serology and virology.

## **QUALIFICATIONS**

### *For Nonresearch Positions:*

A. Degree: major in biological science that included:

1) At least 6 semester hours in aquatic subjects such as limnology, ichthyology, fishery biology, aquatic botany, aquatic fauna, oceanography, fish culture, or related courses in the field of fishery biology; and

2) At least 12 semester hours in the animal sciences in such subjects as general zoology, vertebrate zoology, comparative anatomy, physiology, entomology, parasitology, ecology, cellular biology, genetics, or research in these fields. (Excess course work in aquatic subjects may be used to meet this requirement when appropriate.)

OR

B. Combination of education and experience--courses equivalent to a major in biological science (i.e., at least 30 semester hours), of which a minimum of 6 semester hours were in aquatic subjects and 12 semester hours were in the animal sciences, as shown in A above, plus appropriate experience or additional education.

### *For Research Positions:*

Applicants must show that they have a degree with major study in biology, zoology, or biological oceanography that included at least 30 semester hours in biological and aquatic science and 15 semester hours in the physical and mathematical sciences. This course work must have included:

1) At least 15 semester hours of preparatory training in zoology beyond introductory biology or zoology in such courses as invertebrate zoology, comparative anatomy, histology, physiology, embryology, advanced vertebrate zoology, genetics, entomology, and parasitology; and

2) At least 6 semester hours of training applicable to fishery biology in such subjects as fishery biology, ichthyology, limnology, oceanography, algology, planktonology, marine or fresh water ecology, invertebrate ecology, principles of fishery population dynamics, or related course work in the field of fishery biology; and

3) At least 15 semester hours of training in any combination of two or more of the following: chemistry, physics, mathematics, or statistics.

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

## **GEOGRAPHER**

GS-0150

Reviews and edits, for completeness, accuracy, and validity, a variety of geographic materials: maps, tables, computer printouts, edit listings, and similar items. Applies knowledge of characteristics of maps and interrelationships of geographic entities to defining and uncovering problems and to determining adherence to specifications; takes appropriate steps to resolve errors and inconsistencies. Incumbent prepares drafts of specialized maps, table, and lists of geographic data as needed for periodic censuses and special projects.

## **QUALIFICATIONS**

Applicants must have professional engineering certification; OR combination of education and experience. In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and /or directly related education in the amounts shown below:

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

**Requirements:** A Bachelor's degree which includes at least 24 semester/45 quarter hours of course work in geography or a related physical or social science.

## **HIRING AGENCIES**

NOAA

## MATHEMATICAL STATISTICIAN

GS-1529

Apply mathematical statistical theory, techniques, and methods to project-related activities. Analyze and evaluate the accuracy and validity of data. Study the practical application of relevant theory to problem areas. Develop and apply measures/models to resolve problems. Prepare technical documentation.

### QUALIFICATIONS

Applicants must have professional engineering certification; OR combination of education and experience. In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and /or directly related education in the amounts shown below:

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

**Requirements:** A Bachelor's degree which included 24 semester/35 quarter hours of mathematics and statistics (at least 15 semester/22 quarter hours of mathematics, 6 semester/9 quarter hours of statistics with a calculus prerequisite). Mathematics courses must be advanced level courses such as Linear Algebra, Multivariate Calculus, Differential Equations/Differential Calculus, Integral Calculus, and one additional junior or senior level mathematics course. The Census Bureau has a great need for statistics majors or mathematics majors with a strong statistical background that exceeds the minimum requirements.

### HIRING AGENCIES

CENSUS

## **MECHANICAL ENGINEERS**

GS-830

Professional engineering work which involves planning, research, development, design, test, evaluation, production, installation, construction, maintenance, operation, and other functions.

Typically, the work is concerned with facilities, systems, equipment, and instruments for production, transmission, measurement, control, and use of heat and mechanical power.

## **QUALIFICATIONS**

Degree: Professional engineering OR combination of education and experience.

In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and /or directly related education in the amounts shown below:

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

NIST

## **METROLOGIST**

GS - 1340

Prepares and issues forecast and severe weather warnings for aviation, marine and storm surge warnings, public weather forecast, etc. Consults with a wide variety of government and other officials to determine specific needs for climatological services; devises techniques and procedures to assure uniform processing system that is responsive to those needs. Tests and evaluates accuracy and operational feasibility of new meteorological products. Provides technical guidance on climatological projects such as preparing monthly, seasonal, and annual cross sections of temperature, pressure and density from pole to pole, including standard deviations of parameters and ranges from the earth's surface to mesospheric heights.

## **QUALIFICATIONS**

Applicants must have professional engineering certification; OR combination of education and experience. In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and /or directly related education in the amounts shown below:

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

NOAA

## **OCEANOGRAPHERS**

GS-1360

Scientists whose interests are primarily with the global ocean--its physical properties and dynamics, its interaction with the air and land; its chemical composition; the contours, structure or composition of the ocean floor; and the habits and interrelationships of the plants and animals that inhabit the levels of the sea. Study of tsunamis (sea waves), the development of new underwater sensors, and the establishment of data systems that will achieve maximum use of their output, and the study of tidal and current variations.

## **QUALIFICATIONS**

**A.** Degree: major study of at least 24 semester hours in oceanography or a related discipline such as physics, meteorology, geophysics, mathematics, chemistry, engineering, geology, or biology, plus 20 additional semester hours in any combination of oceanography, physics, geophysics, chemistry, mathematics, meteorology, computer science, and engineering sciences.

**OR**

**B.** Combination of education and experience--course work as shown in A above, plus appropriate experience or additional education.

Applicants who qualify on the basis of major study in biology or geology must have had at least 6 semester hours in the major directly concerned with marine science or 6 semester hours in oceanography; applicants who qualify on the basis of other physical sciences or engineering must have had differential and integral calculus and at least 6 semester hours in physics.

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.  
Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

NOAA

## **PHYSICAL SCIENTIST**

**GS-1301**

Advise, administer, supervise, or perform research or other professional and scientific work in the investigation and application qualifying specialized experience include work in the fields of physics, geophysics, chemistry, engineering, electronics, geology, oceanography, or metallurgy.

## **QUALIFICATIONS**

Degree: Physics, geophysics, chemistry, engineering, electronics, geology, oceanography, or metallurgy; or related physical science degree.

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or masters or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher-level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

**NIST**



## **PHYSICIST**

**GS-1310**

Advise, administer, supervise, or perform research or other professional and scientific work in the investigation and application of the relations between space, time, matter, and energy in the areas of mechanics, sound, optics, heat, electricity, magnetism, radiation, or atomic and nuclear phenomena.

## **QUALIFICATIONS**

Degree: Physics; or related degree that included at least 24 semester hours in physics or combination of education and experience--courses equivalent to a major in physics totaling at least 24 semester hours, plus appropriate experience or additional education.

The courses must have included a fundamental course in general physics and, in addition, courses in any two of the following: electricity and magnetism, heat, light, mechanics, modern physics, and sound.

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

## **HIRING AGENCIES**

**NIST**

## STATISTICIAN/ANALYST

GS-1530

Develop official statistics. Analyze and evaluate data.  
Develop/design survey questionnaires. Participate in various phases of  
conducting major surveys. Develop specifications and procedures.

## QUALIFICATIONS

Applicants must have professional engineering certification; OR combination of education and experience. In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and /or directly related education in the amounts shown below:

GS-7: 1 year of graduate-level education or superior academic achievement OR 1 year of specialized experience equivalent to at least GS-5;

GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year of specialized experience equivalent to at least GS-7;

GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year of specialized experience equivalent to at least GS-9;

GS-12 and above: 1 year of specialized experience equivalent to at least next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

**Requirements:** A Bachelor's degree which included 15 semester/22 quarter hours of mathematics and statistics provided at least 6 semester/9 quarter hours are in statistics. Additionally, 9 semester/12 quarter hours in a subject matter field such as demography, criminal justice, sociology, political science, urban studies, public administration, engineering, economics, psychology, business administration, computer science, or information systems management. Courses may be credited as statistical if the course is at least 50% statistical in content. Some examples of courses that may be considered statistical are Survey Design or Methods, Data Methods or Analysis, Optimization Theory, Demographic Techniques, Econometrics, Sampling, Regression Analysis, Probability, Decision Modeling, Quantitative Research and any course with statistics in the title.

## HIRING AGENCIES

CENSUS

ESA

